

2004 KENTUCKY GIS CONFERENCE EXHIBITION TERMS AND CONDITIONS

(1) RULES AND REGULATIONS

Exhibitor agrees to abide by and adhere to all laws of the Commonwealth of Kentucky, Lexington/Fayette County Metro Government and all pertinent ordinances thereof. Exhibitor also agrees to abide by all official policies and rules established by the Office of Geographic Information (OGI) and the Radisson Plaza Hotel.

(2) HOTEL SCHEDULE:

SETUP:

Monday, September 27, 2004, 4:00 – 8:00 p.m.

SHOW HOURS:

Tuesday, September 28, 2004, 8:00 a.m. – 7:30 p.m.

Wednesday, September 29, 2004, 8:00 a.m. – 3:00 p.m.

TEAR-DOWN:

Wednesday, September 29, 2004, 3:00 PM

(3) EXHIBITS INSTALLATION

Installation of exhibits shall follow the assigned hours outlined above. Exhibitors requiring additional time to set-up due to extensive building or other aspects may request special permission from the hotel and OGI. All exhibits must be in place and ready for display no later than 8:00 AM, Tuesday, September 28, 2004. All exhibits should remain in place until the official close of the exhibitor hall at 3:00 PM Wednesday, September 29, 2004.

All exhibits must be removed from the exhibit hall by 6:00 PM Wednesday, September 29, 2004. All exhibits remaining in the facility at this time shall be removed by the operations personnel of the Radisson Hotel and the exhibiting company shall be responsible for all labor and storage costs associated with said removal. OGI accepts no responsibility whatsoever in the forced removal of an exhibit and shall not be responsible for any damage or loss as a result of said removal by Radisson Hotel personnel.

(4) LIABILITY AND INSURANCE

Exhibitor agrees to assume all responsibility for loss, damage, or injury associated with their assigned booth and will indemnify and hold harmless the Kentucky Office of Geographic Information, the Kentucky Geographic Information Advisory Council, their directors, officers, representatives, agents, and members or employees from all liability due to injury, loss, or damage which may ensue, for whatever cause. Insurance for fire, property damage, public liability, and theft must be taken out by each exhibitor at its own expense. The exhibitor is solely responsible for the secure storage of its own material and should insure its material against loss, theft or damage from any cause whatsoever at the exhibitor's own expense.

(5) PAYMENT

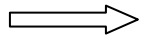
All exhibit space contracts issued must be returned with full payment by the stated deadline to reserve the indicated space location. Payment should be made payable to the *Kentucky State Treasurer* and mailed to:

**KY Office of Geographic Information
21 Millcreek Park
Frankfort, KY 40601**

(6) CANCELLATION/REFUNDS

All cancellations must be made in writing and sent to OGI at the official address above by September 1, 2004. Refunds will be made only if written notice of cancellation is received by this date.

Please see reverse side for additional
information and signature page.



(7) CHARACTER OF EXHIBITS

1. OGI reserves the right to approve the character of all displays and to prohibit any display or activity which, because of the noise or other objectionable feature, detracts from the general character of the exhibit, interferes with a neighboring exhibitor or is otherwise not in the best interest of the conference.
2. Under no circumstances shall in-booth voice amplification systems be used.
3. Exhibitors are prohibited from distributing literature or otherwise promoting their products or services outside the confines of the exhibit booth including the aisles, general lobby areas or any other area.

(8) SIGNS

No signs or banners shall be hung from the ceiling of the facility or above the eight (8) foot drape line in booths without the express written permission of OGI and the hotel management.

(9) EXHIBITOR BADGES

Exhibitor admission to the conference will be controlled by official badging to be determined by OGI. OGI will issue up to two (2) exhibitor badges per booth. Additional booth workers may register at the regular conference registration fee.

(10) EXHIBITOR DEFINED/CONSTRUCTION REQUIREMENTS

A booth is hereby defined as a standard exhibit (one or more exhibit units in a straight line and no deeper than ten (10) feet). All standard exhibits shall be confined to a maximum height of eight (8) feet. All display fixtures over four (4) feet in height and within ten (10) feet of an adjoining booth must be confined to that area of the exhibitor's space within five (5) feet of the back line.

(11) SMOKING POLICY

Smoking is not permitted in the GIS exhibitor area.

Signature: _____
(Exhibitor)

Date: _____

Please return this signed agreement with your exhibitor information form.

Contact Information:

Roberta C. Young
Commonwealth of Kentucky
Governor's Office for Technology
Office of Geographic Information
21 Millcreek Park
Frankfort, KY 40601
Phone: 502-573-1460
Fax: 502-573-1711
<http://ogi.ky.gov/>